U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System (ESS)

E*MAPS* User Guide: State Supplemental Survey - IDEA SY 2013-14

Release 4.0

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U.S. Department of Education

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1.0 – 2.0		Version 1.0 and 2.0 are used for previous releases of the State Supplemental Survey- IDEA in E*MAPS*.
3.0	3/1/2013	Version 3.0 was updated and revised for release 3.0 of the State Supplemental Survey in E*MAPS*
4.0	1/3/2014	Version 4.0 was updated and revised for release of 4.0 of the State Supplemental Survey in *EMAPS* *A question on MOE Reduction and CEIS was added*

PREFACE

The E*MAPS* State Supplemental Survey – IDEA User Guide is intended to provide assistance to IDEA Part B Data Managers responsible for providing metadata related to the SY 2013-14 IDEA data collection.

This guide will be updated if major system modifications affect user procedures.

CONTENTS

1.0 INTRODUCTION

The ED*Facts Metadata and Process System* (E*MAPS*) is a Web-based tool to provide State Education Agencies (SEAs) with an easy method to report and maintain information on state policies, plans, and metadata to aid in the analysis of data collected. This document is intended to help guide the IDEA Part B Data Managers to enter data and the state ED*Facts* Coordinators in accessing the E*MAPS* State Supplemental Survey - IDEA Metadata process.

1.1 Technical Requirements

Before Beginning:

Internet Explorer versions 8 or 9 and Firefox are the preferred browsers for accessing E*MAPS*.

1.2 Overview of the E*MAPS* State Supplemental Survey- IDEA Process

The State Supplemental Survey - IDEA is completed/reviewed by each state's Part B Data Manager annually. This survey collects metadata related to the SY 2013-14 IDEA data collection. These metadata responses will be used by the Department when reviewing and using data submitted by your state to meet the annual data reporting requirements under IDEA Section 618. Responses will be used to verify the accuracy of your 618 data, as well as to decrease the need for you to submit data notes. State IDEA Part B data managers are authorized to provide the metadata for this survey.
The following change is implemented in this release.

> 1. The question, "What is your state's definition of significant disproportionality?" has been added to supplement the IDEA MOE Reduction & CEIS Survey.

2.0 FREQUENTLY ASKED QUESTIONS

Below is a list of frequently asked questions regarding this E*MAPS* process. Additional questions about how the process works should be directed to the Partner Support Center (PSC).

Will the system send any notifications?

EMAPS will send notifications to Part B Data Managers at the following times:
- When the system is open.
- When responses have been submitted to the database.
- When there has been no account activity. Notifications will be sent three days prior to due date.
- When responses have not been submitted to the database three days prior to due date.
- When OSEP identifies inconsistencies between the SSS-IDEA responses and the 618 data submissions.

I noticed that there is no "Previous" button on the Review and Submit Responses form. How do I make edits to the responses on this form?

If you need to correct a response, you will have to exit the Review and Submit Responses form by clicking on the "Change Survey" button. You will then be directed to the dashboard of the survey and should use the links on the dashboard to select the form that needs to be changed.

How do I ensure that the responses I entered are saved?
The responses will be saved when you hit the "Save as Draft" button at the bottom of any form.

Where do I document the actual <u>minimum</u> graduation age for my state?
You need to document that in the Regular High School Diplomas section under the Exiting Special Education section. If you answer "Yes" to the question "Is there a minimum age for graduation with a regular high school diploma in your state?" you must enter a comment in the comment field, as it is a mandatory field. The comment must define what the minimum graduation age is.

Where do I document the actual <u>maximum</u> age at which a student with disabilities (IDEA) can receive special education services?
You need to document the maximum age at which a student with disabilities (IDEA) can receive special education services in the "Maximum Age for Services" section under the Exiting Special Education section. Select the age at which students with disabilities (IDEA) can no longer receive special education services under IDEA in the state. That age should match the age at which the state reports counts in the Exiting data under the reporting category of "reached maximum age". In the Exiting data, counts entered

into this reporting category for an age lower than the age selected in this SSS-IDEA EMAPS survey will result is additional follow up or explanation.

Do I have the option to input dates in both the month and comment field for the Child Counts?
No. This year, you must choose an exact date. You may no longer enter a description of the child count date in the comment field. If you do not answer this question, the system will display an error and you will not be able to continue on to the next form.

On the Review and Submit Responses form, I see "Change Survey" and "Submit to Database" buttons. When do I use either of them?
If you are satisfied with the information entered in the survey, click on the "Submit to Database" button. When this button is clicked the information will be saved to the database. Selecting this option allows the U.S. Department of Education to determine which of the states have completed the survey. You can make edits to the survey any number of times before the due date. If you need to revise to the survey some other time before the due date, click on the "Change Survey" button.

Will I be able to make any edits to the survey after the due date?
You will only be able to make any edits to the survey before the due date for the survey. If you want to make changes to the survey after the due date you should contact the Partner Support Center (PSC).

How can I access the HTML report that was generated?
You can access the HTML report from the menus on the right hand side of the EMAPS Home page. You will only be able to access the HTML report for SY 2013-14 after submitting the responses to the database.

Can more than one person in my state get user access to the process?
Yes. If additional access is needed to the State Supplemental Survey-IDEA process, please have your IDEA Part B Data Manager contact the PSC to request this access. Your ED*Facts* Coordinator will have read-only access to this survey, unless otherwise requested.

Some of my fields appear to be truncated, how do I correct this?
Make sure that you are using the recommended Browser configuration for Internet Explorer 8 or 9 and that the user has maximized the screen.   If you are still experiencing issues, youmay need to adjust the Zoom Level to below 100% on the bottom of the Internet Explorer screen.

When does ED have access to the response of this survey?
ED will review the answers after the survey is closed.

Who do I contact if I have questions about the E*MAPS* process?
If you have any questions about the E*MAPS* State Supplemental Survey - IDEA process, please contact the Partner Support Center (eden_ss@ed.gov)

Telephone: 877-457-3336 (877-HLP-EDEN)
TTY/TDD: 888-403-3336 (888-403-EDEN)
Monday through Friday 8am to 6pm ET

3.0 E*MAPS* STEP-BY-STEP INSTRUCTIONS

Follow the steps below to review and edit the State Supplemental Survey - IDEA information in E*MAPS*.

Note: The screenshots used to detail the following steps are similar, but not identical, to what users saw in last year's E*MAPS* survey.

3.1 Log into E*MAPS*

You may access this survey directly through the E*MAPS* web site.

If you need your E*MAPS* login credentials or your username and password reset please contact the Partner Support Center (PSC) for assistance.
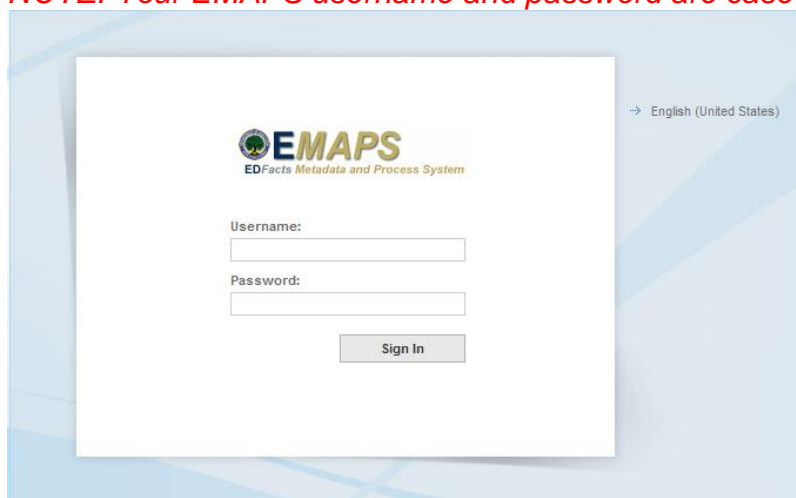
Email: eden_ss@ed.gov
Telephone: 877-457-3336 (877-HLP-EDEN)
TTY/TDD: 888-403-3336 (888-403-EDEN)

The PSC is open from 8 AM to 6 PM ET, Monday through Friday.

To log in directly to E*MAPS*, go to https://emaps.ed.gov/suite/ which will navigate you to the E*MAPS* login screen. Users will enter their assigned username and password for access.

*NOTE! Your E*MAPS* username and password are case sensitive.*

4.0 Launching the Survey from the E*MAPS* Home Page

4.1 EMAPS Home Page

When you log into E*MAPS*, you are immediately taken to the E*MAPS* Home page. Under the Metadata Collections header you will see the "State Supplemental Survey-IDEA SY 2013-14", click the link "Click Here to Begin" to start the process

:: EMAPS Home ▼

Home

Metadata Collections

IDEA Part B Dispute Resolution
Click here to begin

State Supplemental Survey - IDEA SY 2012 - 13 Metadata
Click here to begin

To return to the homepage at any time, click on the "EMAPS Home" button on the top left side of the screen.

:: EMAPS Home ▼   ☑ Tasks ✉ Alerts ▲ Idea.Tester6 ➡ Sign Out
   EMAPS Home
S   Home   Community > EMAPS Repository > HTML and PDF Files > SSS-IDEA > User Generated Files
   Tasks   Folder Upload Bulk Upload
   Alerts   △ Type   Size   Created By   Modified
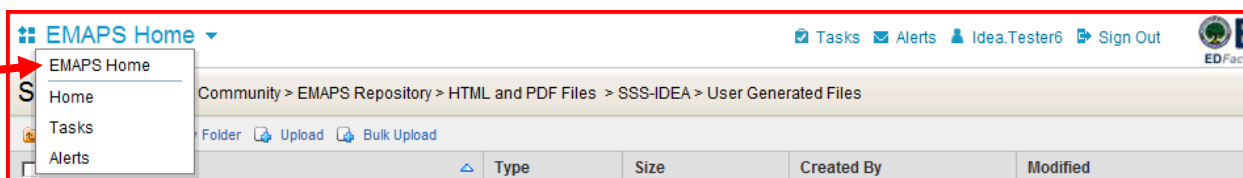
4.2 SSS- IDEA Start Page

Once you have clicked on the "Click Here to Begin" link, you will see the survey start link for your state or entity. Click the link " [state's name] – IDEA State Supplemental Survey for SY 2013-14" to enter the Dashboard.

5.0 Dashboard

The dashboard screen lists each section of the survey that should be completed. You should begin by reviewing the data in the "Review and Submit Responses" link. This will contain your state's responses to the SY 2012-13 Survey. You may not need to complete every section if the previous year's responses remain correct.

If the previous year's responses (SY 2012-13) no longer apply or are incorrect for SY 2013-14 please click on the "Change Survey" button at the bottom of the "Review and Submit Responses" form. This will take you back to the dashboard.

If you need to complete or amend a section, click on the appropriate link(s) to go to the required form and make corrections.

There is one new question that all states must complete in the SSS-IDEA SY 2013-14 survey. The question appears under the MOE Reduction and CEIS link on the dashboard.

6.0 Data Entry

To begin a section of the survey, select the section you wish to complete.

6.1 Exiting

This form is divided into sections. Each section has questions and comment fields that you will need to answer or comment on. Based on how you answer these questions, additional questions or fields may be displayed or hidden.

Section: Reference Period
Answers will be pre-populated in this section based on your state's responses from last year. If you find you need to make updates, the following section contains information about the functionality of the form.

The default value for the question "Does your state use the required reference period of July 1 to June 30 to report exiting data for IDEA?" is your state's response from last year.

If you select "No" for the question above, additional date fields are displayed.

There is a validation to verify if the start date for the process is earlier than the end date. You cannot proceed to the next question unless this is corrected. Please see the example below:

Note: If you enter the date manually and do not use the calendar function, a valid date must be entered in the MM/DD/YYYY format. Special characters must not be entered in the date field.

Section: Maximum Age for Services

Answers will be pre-populated in this section based on your state's responses from last year. If you find you need to make updates, the following section contains information about the functionality of the form. When the user enters this section the radio buttons selected last year for the question "What is the maximum age at which a student with disabilities (IDEA) can receive special education services?" are activated.

If necessary, select the appropriate radio button. The comment field is optional.

Section: Certificates

Answers will be pre-populated in this section based on your state's responses from last year. If you find you need to make updates, the following section contains information about the functionality of the form.

The default value for the question "Can a student with disabilities (IDEA) exit an educational program by receiving a high school completion certificate, modified diploma, or similar document?" is your state's response from last year.

It is recommended that the user enter a comment in the "If yes, please provide the statutory/regulatory/policy citation(s)" field.

Section: Regular High School Diplomas

Answers will be pre-populated in this section based on your state's responses from last year. If you find you need to make updates, the following section contains information about the functionality of the form. The default value for the "Is there a minimum age for graduation with a regular high school diplomas in your state?" is your state's response from last year.

Regular High School Diplomas

Is there a minimum age for graduation with a regular high school diploma in your state? *
⦿ Yes
◯ No

Comment

(Required when 'Yes')

A comment is required for this question if the answer to the above question is "Yes." Please enter the minimum age for graduation with a regular high school diploma in your state in the comment box. An error message is displayed and you will not be able to 'Save as Draft' until the comment is provided.

Regular High School Diplomas

Is there a minimum age for graduation with a regular high school diploma in your state? *
⦿ Yes
◯ No

Comment

(Required when 'Yes')
Please Explain!

Section: Moved, Known to be Continuing

There are two parts for this question, one for the SEA level counts and one for the LEA, pertaining to the catchment area for students with disabilities (IDEA) exiting special education.

Answers will be pre-populated in this section based on your state's responses from last year. If you find you need to make updates, the following section contains information about the functionality of the form. The default value for this question is your state's response from last year.

Moved, Known to be Continuing

When reporting counts under the "Moved, Known to be Continuing" reporting category in the IDEA Exiting data (i.e., total who moved out of the catchment area or otherwise transferred to another district and are *KNOWN* to be continuing in an educational program), what is your state's catchment area for:

SEA - Level Counts: *
⦿ Entire state (students moving out of state)
◯ Districtwide (students moving out of district)
◯ Other (specify)

LEA - Level Counts: *
◯ Entire state (students moving out of state)
⦿ Districtwide (students moving out of district)
◯ Other (specify)

Comment
new
(Optional)

State IDEA Part B Data Managers are the authorized data providers for this page.

Data for the Children with Disabilities (IDEA) - Exiting Special Education file specification (C009) are due on the first Wednesday in November.

Save as Draft

If you select, 'other' a comment describing the catchment area used by the state is mandatory.

6.2 IDEA – Child Counts

This form is divided into sections. Each section has questions and comment fields that the user will need to answer or comment on. Based on how the user answers these questions, additional questions or fields may be displayed or hidden.

Section: Child Count Date

Answers will be pre-populated in this section based on your state's responses from last year. This year, an exact date is required, you may no longer leave a description of the count date in the comment field.

Please select a date between Oct. 1 and Dec. 1.

Child Count Date

What date between October 1 and December 1 is your state's IDEA child count date?*

Month *
October ▾

Date
1 ▾

Section: State-Operated Programs (SOP)

Answers will be pre-populated in this section based on your state's responses from last year. If you find you need to make updates, the following section contains information about the functionality of the form.

State-Operated Programs

Does your state report data for all state-operated programs (SOPs) related to children with disabilities (IDEA)?*
⦿ Yes, ALL SOPs are reported
○ Yes, SOME SOPs are reported
○ No, NONE of the SOPs are reported

SOPs are reported at which one of the following:
○ SEA and LEA levels
○ SEA only
○ LEA only

Comment

(Required when None)

You must respond to both questions related to state-operated programs (SOPs).

You can choose any of the three options. If you do not select any option for the question "SOPs are reported at which one of the following", the system will not allow you to 'Save as Draft' and will display an error message.

State-Operated Programs

Does your state report data for all state-operated programs (SOPs) related to children with disabilities (IDEA)?*
⦿ Yes, ALL SOPs are reported
○ Yes, SOME SOPs are reported
○ No, NONE of the SOPs are reported

SOPs are reported at which one of the following:
○ SEA and LEA levels
○ SEA only
○ LEA only
Please indicate the levels on which your state reports.

Comment

(Required when None)

If you select the option "No, NONE of the SOPs are reported" in the question "Does your state report data for all state-operated programs (SOPs) related to children with disabilities (IDEA)?", the question "SOPs are reported at which one of the following levels?" is not displayed on the form.

State-Operated Programs

Does your state report data for all state-operated programs (SOPs) related to children with disabilities (IDEA)? *
- ○ Yes, ALL SOPs are reported
- ○ Yes, SOME SOPs are reported
- ⊙ No, NONE of the SOPs are reported

Comment

(Required when None)

If you select the "No, NONE of the SOPs are reported", you are required to explain the answer in the comment field.

State-Operated Programs

Does your state report data for all state-operated programs (SOPs) related to children with disabilities (IDEA)? *
- ○ Yes, ALL SOPs are reported
- ○ Yes, SOME SOPs are reported
- ⊙ No, NONE of the SOPs are reported

Comment

(Required when None)
"Comment field is required, when None is chosen."

Section: Child Counts

Answers will be pre-populated in this section based on your state's responses from last year. If you find you need to make updates, the following section contains information about the functionality of the form.

Child Count

Please indicate all of the disability categories used by your state.

Select Yes for each category that applies.

*Autism ⊙ Yes / ○ No	*Intellectual ⊙ Yes / ○ No Disabilities	*Traumatic ⊙ Yes / ○ No Brain Injury
*Deaf- ⊙ Yes / ○ No Blindness	*Multiple ○ Yes / ⊙ No Disabilities	*Visual ⊙ Yes / ○ No Impairment
*Developmental ⊙ Yes / ○ No Delay	*Orthopedic ⊙ Yes / ○ No Impairment	*Other Health ○ Yes / ⊙ No Impairment
*Emotional ⊙ Yes / ○ No Disturbance	*Specific ⊙ Yes / ○ No Learning Disability	
*Hearing ⊙ Yes / ○ No Impairment	*Speech or ⊙ Yes / ○ No Language Impairment	

Comment

Other Health Impairment is included under Physical Disability

The default values for the questions "Please indicate all of the disability categories used by your state." are your states responses from last year.
If you select "No" for any one of the disability categories in the question above, you must enter a value in the "Comment" field. If you try to select 'Save as Draft' without entering a value in the "Comment" field, the system will indicate an error.

Child Count

Please indicate all of the disability categories used by your state.

Select Yes for each category that applies.

*Autism	⦿ Yes ○ No	*Intellectual Disabilities	⦿ Yes ○ No
*Deaf-Blindness	⦿ Yes ○ No	*Multiple Disabilities	○ Yes ⦿ No
*Developmental Delay	⦿ Yes ○ No	*Orthopedic Impairment	⦿ Yes ○ No
*Emotional Disturbance	⦿ Yes ○ No	*Specific Learning Disability	⦿ Yes ○ No
*Hearing Impairment	⦿ Yes ○ No	*Speech or Language Impairment	⦿ Yes ○ No

*Traumatic Brain Injury ⦿ Yes ○ No
*Visual Impairment ⦿ Yes ○ No
*Other Health Impairment ○ Yes ⦿ No

Comment

(Required for 'No')
Please explain your No answer for Multiple Disabilities
Please explain your No answer for Other Health Impairment

Section: Development Delay

Note: This section is displayed only if you select "Yes" for the "Developmental Delay" category in the question "Please indicate all of the disability categories used by your state" in the Child Count section under the Child Counts (C002 & C089) form. If the user indicated "No", the question below is hidden.

Answers will be pre-populated in this section based on your state's responses from last year. If you find you need to make updates, the following section contains information about the functionality of the form.

Developmental Delay

What ages are included in your state's definition for developmental delay for children with disabilities (IDEA)?

*3 Years	⦿ Yes ○ No	*7 Years	⦿ Yes ○ No
*4 Years	⦿ Yes ○ No	*8 Years	⦿ Yes ○ No
*5 Years	⦿ Yes ○ No	*9 Years	⦿ Yes ○ No
*6 Years	⦿ Yes ○ No		

Comment

(Optional)

The default values for all the ages in the question "What ages are included in your state's definition of developmental delay for children with disabilities (IDEA)?" match your state's responses from last year.

The comment field is optional.

6.3 IDEA – Environments – School Age

This form is divided into sections. Each section has questions and comment fields that the user will need to answer or comment on. Based on how you answer these questions, additional questions or fields may be displayed or hidden.

Section: Environment for School-Age Children with Disabilities (IDEA)

Answers will be pre-populated in this section based on your state's responses from last year. If you find you need to make updates, the following section contains information about the functionality of the form.

The default values for the question "Please indicate if your state permits placement for children with disabilities (IDEA), ages 6 through 21, in the following educational environments." is set to your state's response from last year.

If you select the option "permit depending on age of the child" for the educational environments "Correctional Facility" or "Parentally-Placed in Private Schools", three check boxes will appear to indicate the students' age and you may select two out of the three options. A maximum of two age ranges can be selected.

If you select "permit depending on age of the child," please enter the ages for which the environment is permitted in your state in the comment field.

If you select all three age options on this question and triy to move to the next question, the system will indicate an error and will instruct you to select the "permit for all age children" option.

Error Messages appear in red.

6.4 IDEA – Environments – Early Childhood

This form is divided into sections. Each section has questions and comment fields that you will need to answer or comment on. Based on how you answer these questions, additional questions or fields may be displayed or hidden.

Section: Early Childhood Environments for Children with Disabilities (IDEA)

Answers will be pre-populated in this section based on your state's responses from last year. If you find you need to make updates, the following section contains information about the functionality of the form.

The default value for all the categories are your state's responses from last year.

Early Childhood Environments for Children with Disabilities (IDEA)

Please indicate whether your state permits the placement of children with disabilities (IDEA) ages 3 through 5, in the following educational environments.

Regular Early Childhood Program *
- ◉ permit for all age children
- ○ permit depending on age of the child
- ○ does not Permit

Separate Special Education Class *
- ◉ permit for all age children
- ○ permit depending on age of the child
- ○ does not Permit

Separate School *
- ◉ permit for all age children
- ○ permit depending on age of the child
- ○ does not Permit

Residential Facility *
- ◉ permit for all age children
- ○ permit depending on age of the child
- ○ does not Permit

Home *
- ◉ permit for all age children
- ○ permit depending on age of the child
- ○ does not Permit

Service Provider Location *
- ◉ permit for all age children
- ○ permit depending on age of the child
- ○ does not Permit

Comment

(Optional)

If you select the educational environment option "Residential Facility", the "Ages" field will be displayed. This field will not be displayed for any other option.

Early Childhood Environments for Children with Disabilities (IDEA)

Please indicate whether your state permits the placement of children with disabilities (IDEA) ages 3 through 5, in the following educational environments.

Regular Early Childhood Program *
- ○ permit for all age children
- ◉ permit depending on age of the child
- ○ does not Permit

Separate Special Education Class *
- ○ permit for all age children
- ◉ permit depending on age of the child
- ○ does not Permit

Separate School *
- ○ permit for all age children
- ◉ permit depending on age of the child
- ○ does not Permit

Residential Facility *
- ○ permit for all age children
- ◉ permit depending on age of the child
- ○ does not Permit

Ages
- ☐ 3
- ☐ 4
- ☐ 5

Home *
- ○ permit for all age children
- ◉ permit depending on age of the child
- ○ does not Permit

Service Provider Location *
- ○ permit for all age children
- ◉ permit depending on age of the child
- ○ does not Permit

Comment

(Optional)

If you select all three age options on this question and try to move to the next question, the system will indicate an error and will instruct you to select the "permit for all age children" option. A maximum of two ages can be selected.

If you select "permit depending on age of the child," please enter the ages for which the environment is permitted in your state in the comment field.

6.5 IDEA – Staffing

This form is divided into sections. Each section has questions and comment fields that you will need to answer or comment on. Based on how you answer these questions, additional questions or fields may be displayed or hidden.

Section: IDEA Staffing

Answers will be pre-populated in this section based on your state's responses from last year. If you find you need to make updates, the following section contains information about the functionality of the form

The default value for all the categories are your state's responses from last year.

If you select "No" for any of the personnel categories and does not enter a comment in the "Comment" field, the system will not allow you to proceed to the next question and will display an error.

6.6 IDEA – Discipline

This form is divided into sections. Each section has questions and comment fields that you will need to answer or comment on. Based on how you answer these questions, additional questions or fields may be displayed or hidden.

Section: Discipline

Answers will be pre-populated in this section based on your state's responses from last year. If you find you need to make updates, the following section contains information about the functionality of the form.

If you select "No" to the above question, an optional comment field "If No, please provide the relevant statutory/regulatory policy citation(s) that prohibit this practice" is displayed.

6.7 IDEA – Assessment

This form is divided into sections. Each section has questions and comment fields that the user will need to answer or comment on. Based on how you answer these questions, additional questions or fields may be displayed or hidden.

Section: Assessment

Answers will be pre-populated in this section based on your state's responses from last year. If you find you need to make updates, the following section contains information about the functionality of the form.

Please select one of the options to the question "In which grade is the high school assessment most typically administered?"

Select all the applicable options to the question "Which of the following are conditions under which a student with a disability (IDEA) may not take the assessment, in accordance with ESEA, in your state?

Select one of the options to the question "Does your state permit significant medical emergency as an exemption from the state assessment for all students?"

Select one of the options to the question "Does your state have children with disabilities (IDEA) who are limited English proficient and who were in the U.S. less than 12 months prior to the reading/ language arts state assessment."

If you select "No" to this question, then the two questions "Shall these LEP children with disabilities (IDEA) take the regular reading/language arts assessment" and "Shall these LEP children with disability (IDEA) be included in performance and accountability reporting for AYP purposes?" will not be displayed on the form.

If you answer No to "Does your state have children with disabilities (IDEA) who are limited English proficient and who were in the U.S. less than 12 months prior to the reading / language arts state assessment", you must enter a comment in the "Comment" field. Without a comment the system will not allow you to continue to the next form.

Note: The comment field is optional is "Yes" is the response.

Assessment

In which grade is the high school assessment most typically administered?
- ○ Grade 9
- ● Grade 10
- ○ Grade 11
- ○ Grade 12

Which of the following are conditions under which a student with a disability (IDEA) may not take the assessment in accordance with ESEA in your state?
- ☑ Students whose assessment results were invalid
- ☐ Students who took an out-of-level test
- ☑ Parental opt out
- ☐ Absent
- ☐ Did not participate for other reasons

Does your state permit significant medical emergency as an exemption from the state assessment for all students? *
- ● Yes
- ○ No

Does your state have children with disabilities (IDEA) who are limited English proficient and who were in the U.S. less than 12 months prior to the reading/language arts state assessment? *
- ○ Yes
- ● No

Comment

[   ]
(Required)
Please explain!

State IDEA Part B Data Managers are the authorized data providers for this page.

Data for Assessment file specifications C004, C175, C178, and C188 are due on 12/19/2013.

[Save as Draft]

6.8 State Administration

The State Administration form shows two questions about a state's special education data integration with its student information system and longitudinal data system.

Answers will be pre-populated in this section based on your state's responses from last year. If you find you need to make updates, the following section contains information about the functionality of the form.

Please complete the following information about state administration in your state.

Special Education Data Collection

How is your state's special education 618 data related to students (i.e., child count, educational environments, discipline, exiting, & assessment) integrated into your state's Student Information System (i.e., state data system used for all student data)? *
- ○ All data components
- ○ Some data components
- ● Not at all

Comment

[   ]

How is your state's special education 618 data related to students (i.e., child count, educational environments, discipline, exiting, & assessment) integrated into your state's longitudinal data system? *
- ○ All data components
- ○ Some data components
- ● Not at all

Comment

[   ]

[Save as Draft]

Comments for each question are optional.

6.9 MOE Reduction & CEIS

The MOE Reduction & CEIS section is new for SY 2013-14. For this section, provide your state's definition on significant disproportionality in the text box provided. This question must be answered by all states. If you do not provide a response, the system will not allow you to save and will display an error message.

7.0 Review and Submit Responses

The confirmation form displays all the data entered for the survey.

Responses may not be modified in the Review and Submit Responses form. If you need to change an answer, you must exit the Review and Submit Responses form by using the 'Change Survey' button, go back into the survey and select the appropriate form.

If each form is filled out in it's entirety, two buttons, 'Change Survey' and 'Submit to Database' are available at the bottom of the Review and Submit Responses form.

Does your state permit significant medical emergency as an exemption from the state assessment for all students?
yes

Does your state have children with disabilities (IDEA) who are limited English proficient and who were in the U.S. less than 12 months prior to the reading/language arts state assessment?
yes

Shall these LEP children with disabilities (IDEA) take the regular reading/language arts assessment?
no

Shall these LEP children with disabilities (IDEA) be included in performance and accountability reporting for AYP purposes?
no

Comment

State Administration

How is your state's special education 618 data related to students (i.e., child count, educational environments, discipline, exiting, & assessment) integrated into your state's Student Information System (i.e., state data system used for all student data)?
None

Comment

How is your state's special education 618 data related to students (i.e., child count, educational environments, discipline, exiting, & assessment) integrated into your state's longitudinal data system?
None

Comment

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[Change Survey]   [Submit to Database]

When you are satisfied with the information entered in the survey, click on the "Submit to Database" button. You may still edit the data after selecting this option before the due date. You may modify the survey at anytime before the due date by clicking on the "Change Survey" button.

Once you click the "Submit to Database" button, you will receive a confirmation email.

8.0 HTML Reports

Once you have made all edits and selected "Submit to Database", you may access the HTML Report from the E*MAPS* Home Page on the right hand side of the screen.

If you click on the Report link, a HTML form with all the details is displayed.
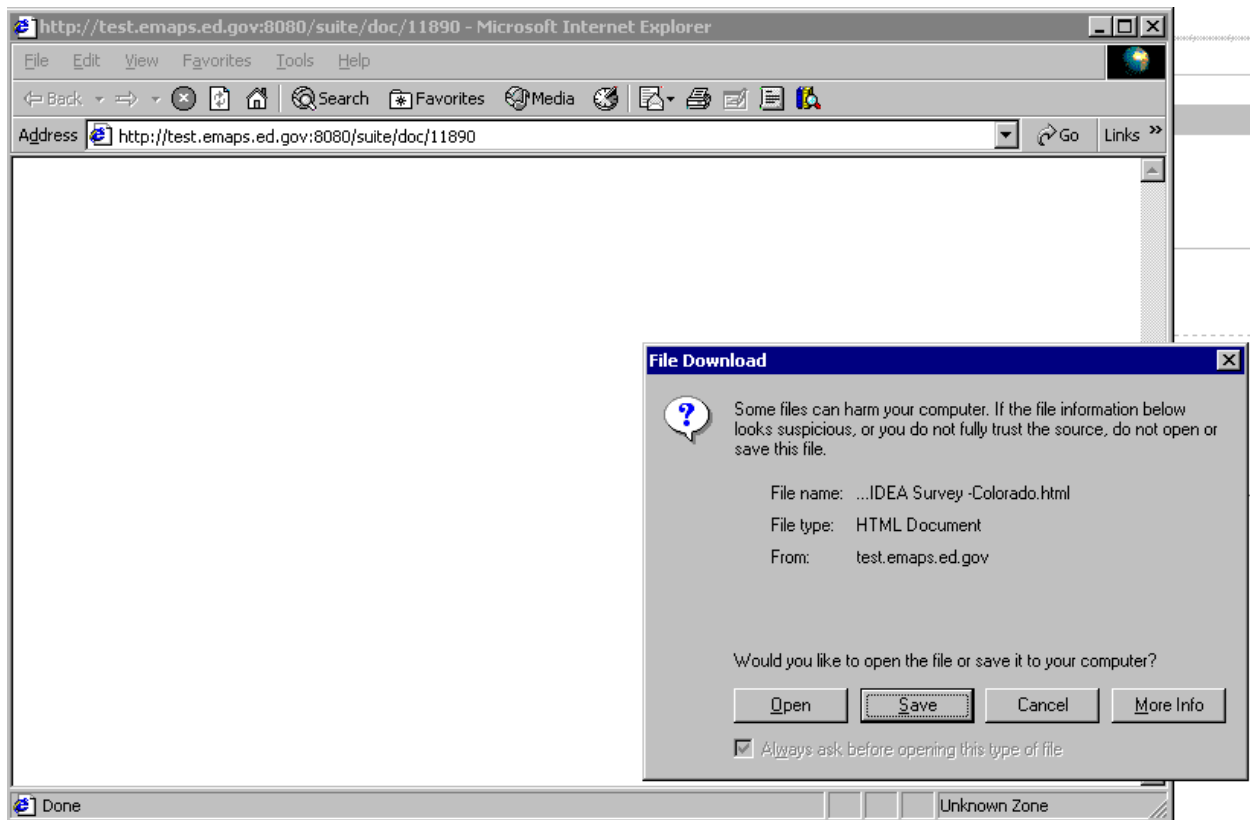
You can either open the report or save the document.

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